

# **HEALTH RECORD TECHNICIAN I**

## **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** March 3, 2003

**Collective Bargaining  
Identification:** R04/Office and Allied  
Rank-and-file position

**Job Analysis Conducted By:** Joy Brown  
Associate Personnel Analyst  
Personnel Examining

**Number of Incumbents:** There are 133 incumbents in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated January 31, 2003.

**Subject Matter Expert(s):**

**Kathi Donahue, Medical Records Director (A), California Medical Facility**

Kathi Donahue currently works as a Medical Records Director (A) with CDC California Medical Facility. Kathi has worked as a Health Record Technician II (Supervisor) for 12 years and has worked for the Department of Corrections for 18 years.

**Susan Gabler, Health Record Technician II (Supervisor), Mule Creek State Prison**

Susan Gabler has worked as a Health Record Technician II (Supervisor) for 3 years 5 months with CDC Mule Creek State Prison and 8 years at California Men's Colony State Prison. Susan has been with the Department of Corrections for a total of 12 years

**Arlinda Salgado, Health Record Technician II (Supervisor), Deuel Vocational Institution**

Arlinda Salgado has worked as a Health Record Technician II (Supervisor) for 7 years. Six of those years was spent at Deuel Vocational Institution, and 1 year at Solano State Prison. Arlinda has been with the Department of Corrections for a total of 12 years.

**Frances Mireles, Health Record Technician I, Centinela State Prison**

Frances Mireles has worked as a Health Record Technician I for 9 ½ years at Centinela State Prison. Frances has been with the Department of Corrections for a total of 9 ½ years.

**Donna Parker, Health Record Technician I, Mule Creek State Prison**

Donna Parker has worked as a Health Record Technician I for 8 years at Mule Creek State Prison. Donna has also worked 5 years as a supervisor of Health Records Technician I in other departments. She has worked for the Department of Corrections for 9 years.

(BACKGROUND INFORMATION OBTAINED FROM THE SUBJECT MATTER  
EXPERT BACKGROUND FORM)

## **HEALTH RECORD TECHNICIAN I INFORMATION GATHERING**

The initial list of task and knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- Job specification
- Examination bulletin
- Ironwood State Prison, Deuel Vocational Institution and California Medical Facility Duty statements
- Deuel Vocational Institution Post Orders
- Examination history folders
- Class specifications from State of Washington and Federal Government
- Occupational Information Network O\*Net
- Conferring with Subject Matter Experts
- Task listing from Subject Matter Experts